



VCCCD District Council on Human Resources (DCHR)

Meeting Minutes

January 9, 2020 - District Administrative Center - Lakin Board Room

Present: Michael Arnoldus, Laura Barroso, Dana Boynton, Nenagh Brown, Robert Cabral, Dan Clark, Oscar Cobian, Howard Davis, Jim Dembowski, Diane Eberhardy, Amy Edwards, Andrea Ingley, Amparo Medina, Christopher Renbarger, Luis Sanchez, Maria Urenda

Via Skype: None

Absent: Silvia Barajas, Greg Gillespie, Tim Harrison, Michael Sheetz

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Meeting Opened	Meeting started at 10:00 a.m.	N/A	N/A	N/A
1. Approval of the Minutes	<ul style="list-style-type: none"> • Changes noted on the December 12, 2019, meetings. Minutes to be brought back to next meeting for approval. 	Make noted changes and agendize for next meeting.	ASAP	J. Sturek
2. HR Reports	<p>a) HR Staff Vacancies</p> <ul style="list-style-type: none"> • Michael Arnoldus discussed the HR Staff vacancies which included the following positions: <ul style="list-style-type: none"> ○ HR Technician I ○ Executive Assistant to the Personnel Commission, ○ Director of Employment Services/Personnel Commission. • Luis Sanchez asked Jim Dembowski for his help with Exit Interviews. <p>b) Classified Exam Status</p> <ul style="list-style-type: none"> • Michael Arnoldus discussed the status of Classified Exams and indicated that there were no exams on hold. 	N/A	N/A	N/A
		Send Final Classified Exam Report and Cycle Time Report.	ASAP	M. Arnoldus
3. Open Discussion / New Business	<p>a) DCHR Committee Charge and Membership</p> <ul style="list-style-type: none"> • Charge <ul style="list-style-type: none"> ○ Amparo Medina stated that the decision making handbook changes every three years and that it is in the third year of the cycle and indicated that the committee is only one year away. She indicated that she would like to see that the 	N/A	N/A	N/A



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3. Open Discussion / New Business (cont.)	<p>committees are fluid and that the committee could take a look at the membership and the</p> <ul style="list-style-type: none"> • Membership <ul style="list-style-type: none"> ○ Discussed during 4.e) Committee Goals 	N/A	N/A	N/A
4. Continuing Business	<p>a) AP 7120-B Recruitment and Hiring: President b) AP 7120-C Recruitment and Hiring: Academic Managers</p> <ul style="list-style-type: none"> • Jim Dembowski stated that he went to Cabinet with a full decision and their decision was to decline making the proposed changes, and stated that President Sanchez was present and could confirm. President Sanchez confirmed. • Nenagh Brown stated that it would be helpful to receive something in writing as she needed to go back to council. She stated that it was something they felt strong about and something we have been working on for a year and it was about full-time faculty that are not tenured. • Discussion occurred among committee members. Amy Edwards asked the question if the AP originally listed full-time faculty and it was changed to be tenured. Dan Clark indicated that he was part of the discussion at Ventura and didn't know what it would do by bringing it back to DCHR. • Nenagh Brown asked if she could have a conversation with the Academic Senate Presidents and if they wanted to bring it back if they could. • Jim Dembowski replied "yes". <p>c) Student Worker Packets</p>	<p>N/A</p> <p>Provided a decision in writing</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>Next Meeting</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>J. Dembowski</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>



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<p>4. Continuing Business (cont.)</p>	<ul style="list-style-type: none"> • Amparo Medina stated that although there was decision about taking the Student Worker Packets to the Leadership Academy, she didn't think that was the best place. • Oscar Cobian stated that Oxnard College was having an orientation on Friday for their Student Workers and offered to send the agenda and training materials to the committee members. <p>d) Offers and Placement</p> <ul style="list-style-type: none"> • No discussion occurred. <p>e) Committee Goals</p> <ul style="list-style-type: none"> • Jim Dembowski stated that the committee was in the last year of a three year cycle. Then he asked the question, how do we want to approach that? • A discussion occurred among committee members regarding the committee goals. The following were suggestions brought forward: <ul style="list-style-type: none"> ○ Luis Sanchez suggested using the IEPI Study for processes and making a piece of that part of the committee's goal. ○ Jim Dembowski asked if an appropriate goal would be to review the audit. ○ Michael Arnoldus stated that the CBT report was broader than the IEPI report and that there were recommendations which included "selection process". He also referred to Focus Group A which was focusing on part of the recommendation. 	<p>Send committee members the Student Worker Orientation agenda and training materials</p> <p>Add to next agenda</p> <p>N/A</p> <p>Discussion</p>	<p>Before the next meeting</p> <p>ASAP</p> <p>N/A</p> <p>N/A</p>	<p>O. Cobian</p> <p>J. Sturek</p> <p>N/A</p> <p>N/A</p>



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<p>4. Continuing Business (cont.)</p>	<ul style="list-style-type: none"> ○ Amparo Medina suggested adding the review of AP/BP's to the Charge. ○ Nenagh Brown suggested having a reporting mechanism back to DCHR regarding job description changes. A separate discussion ensued regarding the role of the committee. <ul style="list-style-type: none"> ▪ Maria Urenda stated that the only thing the union had asked for was communication. She also agreed with President Sanchez that if there were things that were continuing to come up that they could be discussed at this meeting. ▪ Luis Sanchez stated that DCHR was an advisory committee to the Chancellor and if the Personnel Commission is not working well that the committee can talk about it. ▪ Amparo Medina stated that if we talk about communication and transparency, and if Michael Arnoldus is telling the union but no one else is going to the Personnel Commission meetings. ▪ Maria Urenda stated that it is the role of the union to make sure there are checks and balances with the SEIU Contract and Education Code. If there are changes and it is under the union's scope we can bring it to the Commission. The union has an appointee so we are represented. If we 			



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<p>4. Continuing Business (cont.)</p>	<p>bring these items to DCHR for discussion it could delay the process.</p> <ul style="list-style-type: none"> ▪ Amparo Medina stated that she needed to look at it from a shared governance approach and asked the question of how classified could get their voices heard. ▪ Michael Arnoldus stated that if we are talking about management minimum qualifications that they are not under this committee’s purview. ▪ Jim Dembowski stated that it is a legal issue to not create artificial barriers, and I know that is taken into consideration. He also stated that the union is an exclusive representation for those positions, and that in terms of management positions, we need to look for legal thresholds. ▪ Michael Arnoldus stated that the Personnel Commission doesn’t always approve what it has before it, and they do make changes. When job descriptions are brought to the Personnel Commission they are made up by me and my staff. We have discussions with the hiring manager for the Vice Chancellor of Human Resources which was the Chancellor. Ultimately it allowed for changes in the minimum qualifications to allow for substitutions. Anyone could have come to address the 			



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<p>4. Continuing Business (cont.)</p>	<p>Personnel Commission and no one came.</p> <ul style="list-style-type: none"> ▪ Jim Dembowski stated that in this regard, Michael Arnoldus doesn't work for the district but for the Personnel Commission. And when he is at the Personnel Commission meetings he is accountable to the Personnel Commission. ▪ Michael Arnoldus then stated that when he brings items to the Personnel Commission he is looking at the Merit System. <ul style="list-style-type: none"> • Discussion continued regarding the membership of the committee. The following suggestions were provided regarding the membership: <ul style="list-style-type: none"> ○ Maria Urenda stated that DCHR is able to make recommendations to Consultation Council and that there should be a representative from each site. I know that the Charge says from each college but we would like to see a representative from the District Administrative Center. And SEIU would like to have a seat as well. ○ Nenagh Brown commented that it would be adding a SEIU Representative and District Administrative Representative. ○ Maria Urenda stated it didn't need to be a Steward and that classified employees are given 18 hours of release time to attend. 	<p>Discussion</p>	<p>N/A</p>	<p>N/A</p>



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<p>4. Continuing Business (cont.)</p>	<ul style="list-style-type: none"> ○ Amparo Medina asked the question if you could make one of the three representatives from the colleges be a Classified Representative. ○ Maria Urenda noted it worked out that way currently but it may not always work out that way. ○ Michael Arnoldus stated that Title V of the Ed Code state that Academic Senate be a part of the participatory governance, classified is not. ○ Maria Urenda stated she was creating bylaws with her team and with this committee, SEIU is looking for a SEIU seat. ○ Jim Dembowski stated he understood Maria Urenda’s position. He also stated that it is not a clear cut issue because as a matter of law that the Academic States are included. ○ Maria Urenda stated that it did not have to be decided today. ○ Michael Arnoldus stated he didn’t agree, and I know the way you conduct business and while that might be okay today, it isn’t always going to be you. I have concerns. Are we increasing membership? And this would be adding two new members? Is this committee in agreement? Next question is who appoints those individuals? ○ Nenagh Brown stated that she would like to take this to the Academic Senate. There was extensive conversation about a Tri-Chair. She expressed interests in looking at the Charge and 			



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<p>4. Continuing Business (cont.)</p>	<p>then seeing if the membership fits the Charge. And pointed out that the third bullet of the Charge “Review Implementation Processes that Accompany Innovations in Technology to Support Human Resources”. She explained that the bullet would indicate that the committee should have a member from Information Technology.</p> <ul style="list-style-type: none"> ○ Michael Arnoldus stated that the committee could bring someone from IT in as needed. ○ Nenagh Brown stated that some in this group has made it very clear that they would like to have a Co-Chair or possibly a Tri-Chair. ○ Jim Dembowski indicated that he stated before that this group is to advise the Chancellor, and all the responsibility falls on management, and that is why we don’t want to change it. The District doesn’t see the value to the district. ○ Nenagh Brown there commented that there were things to vote on, Co-Chair and Tri-Chair. ○ Michael Arnoldus asked the question as to how the business of the committee would change. ○ Nenagh Brown answered with setting the agenda. ○ Jim Dembowski responded that he didn’t think there is currently a problem of getting things on the agenda. 			



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<p>4. Continuing Business (cont.)</p>	<ul style="list-style-type: none"> ○ Amparo Medina stated that at a minimum she understood what Nenagh was saying and supported a Co-Chair. We are just an advisory committee and that Jim Dembowski would be the authorized body. ○ Jim Dembowski addressed the unions concerned regarding classifications, salaries but not necessarily hiring processes and promotions are a grey area. He acknowledged the need to move carefully in this area and indicated that it could maybe be a goal by September. ○ Oscar Cobian stated that the State Chancellor’s Office had given out information regarding diversity. ○ Nenagh Brown confirmed it was information on diversity initiatives in hiring. ○ Michael Arnoldus stated he would caution the committee as there may be some redundancy with the EEO Advisory Committee. ○ Oscar Cobian asked the question as to why there were two separate committees. ○ Michael Arnoldus stated that Title V requires the district have an EEO Advisory Committee. ○ Amparo Medina stated she would not be opposed that the DCHR become the EEO committee as the attendance has been low. 	<p>Pull EEO Attendance from fall of 2017.</p>	<p>Next Meeting</p>	<p>J. Dembowski J. Sturek</p>



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4. Continuing Business (cont.)	<ul style="list-style-type: none"> ○ Jim Dembowski asked if we could pull the attendance for the fall 2017 EEO Advisory Committee. ○ Amparo Medina stated that we have meet more since then and have had worthy discussions. ○ Oscar Cobian asked how we find out about the Faculty LA Job Fair. ○ Michael Arnoldus stated he asked the presidents for faculty participation and only received two participants. 			
5. Future Agenda Items	a) Volunteer Forms	Tabled, add to next agenda	ASAP	J. Sturek
b) Next Meeting	<ul style="list-style-type: none"> • Thursday, February 13, 2020 	N/A	N/A	N/A

[Recorder: Jillian Sturek]